



**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE**

____ REFERRED FOR ACTION
____ ANSWER FOR MY SIGNATURE
____ FOR FILE
____ FOR YOUR INFORMATION
____ FOR SIGNATURE
____ RETURN TO ME
____ PLEASE SEE ME
____ PLEASE TELEPHONE ME
____ FOR APPROVAL
____ PLEASE ADVISE ME

BY _____ DATE _____
BY _____ DATE _____
BY _____ DATE _____

MEMORANDUM

(225) 237-12* FAX NO. (225) 237-1390

TO: PATTY O. PARSONS
DOTD FINANCIAL SERVICES ADMINISTRATOR

FROM: *
PROPERTY MANAGEMENT AGENT

DATE: February 26, 2003

SUBJECT: State Agency Lease No. *
State Agency Tract No. *
*
*Parish

Attached is Check No. * in the amount of \$* for *'s account, drawn on *, for cash payment on the above referenced Lease.

Please initial the attached copy and return to this office as receipt of our files.

/

Attachment

cc: Deborah H. McKneely

____ RECOMMENDED FOR APPROVAL _____ DATE _____
____ RECOMMENDED FOR APPROVAL _____ DATE _____
____ RECOMMENDED FOR APPROVAL _____ DATE _____
____ APPROVED _____ DATE _____